COVID-19 Vaccine Management System (CVMS)

CVMS Provider Enrollment Portal - Updating Total Inventory Dose Quantities Job Aid

Please follow these instructions to update the number of 'TOTAL DOSES' of a vaccine when able to get more doses than expected out of a vial. Please note that only users with a HEALTHCARE LOCATION MANAGER profile can process such updates.

1. Navigate to the CVMS Provider Portal (https://covid-vaccine-provider-portal.ncdhhs.gov)
2. Connect using your NCID username and password
3. Navigate to the **VACCINE INVENTORY** tab

4. Search the Vaccine Inventory you wish to update. Double click on the Vaccine Inventory Name.

Tip 1: You might have to change the default view. By default, at first connection, the filter selected is 'Recently View'. Switch to 'All Vaccine Inventory' and click on the pin icon 📌 to default to that filter in the future.
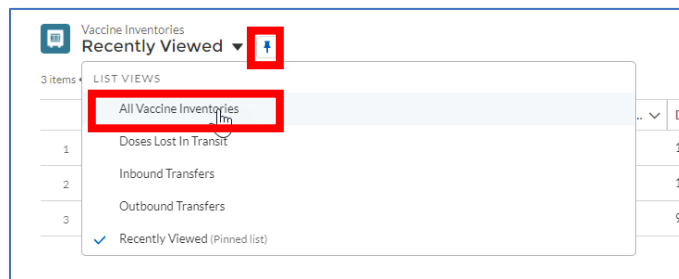
Tip 2: if you do not see the inventory you are looking for, type the lot number in the Search field
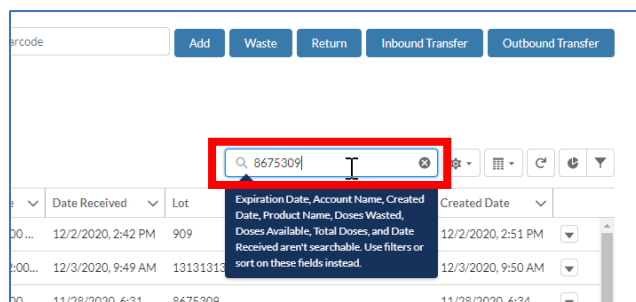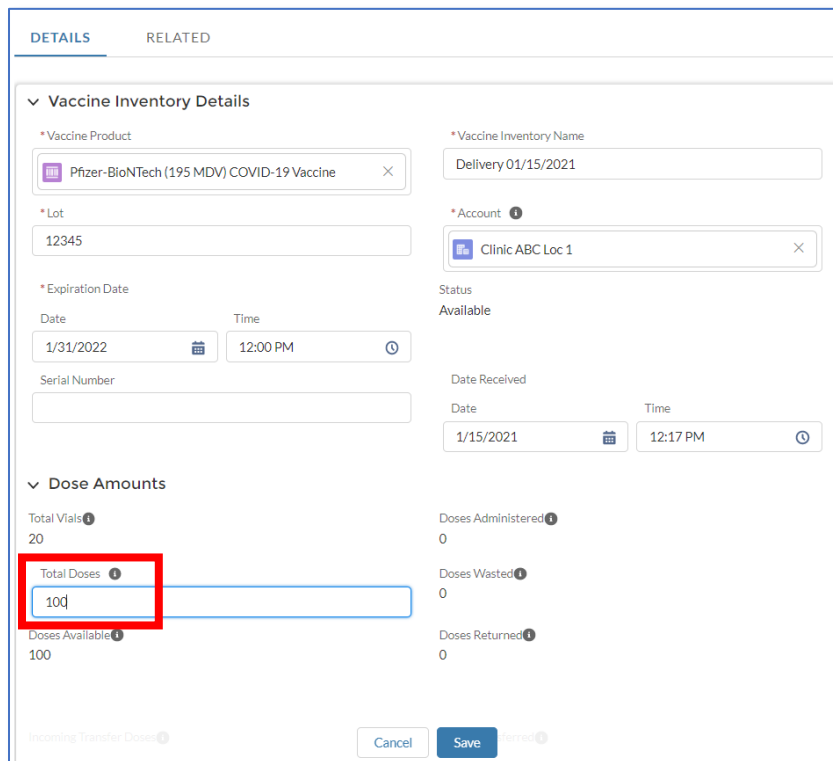

5. In the Vaccine Inventory record **DETAILS** tab, scroll down to the **TOTAL DOSES** field
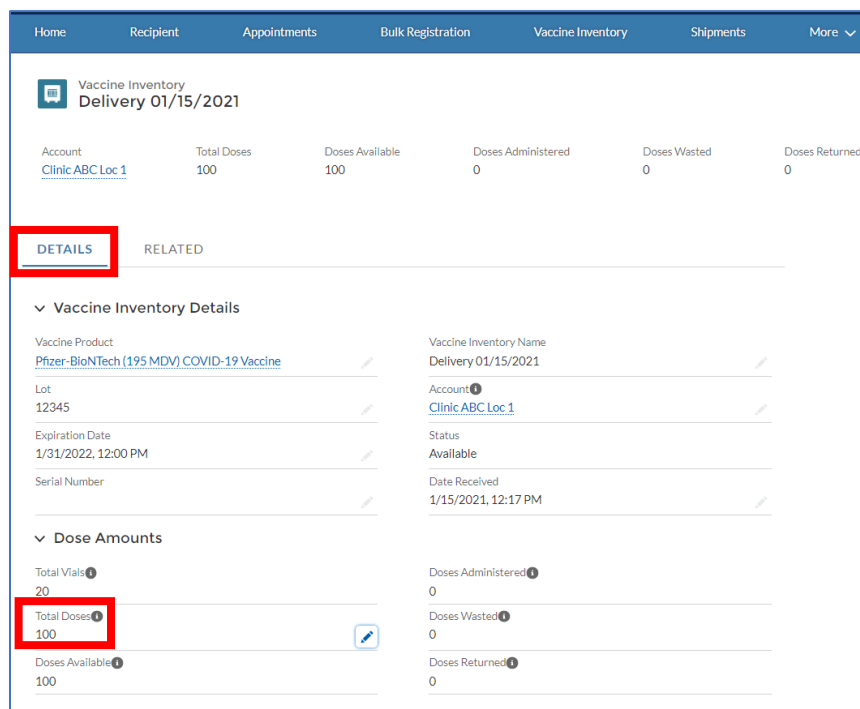
6. Click on the **pen icon** 🖉 located next to the **TOTAL DOSES,** enter the accurate number instead.

7. **IMPORTANT**: Please update the **Vaccine Inventory Name** to facilitate inventory auditing by the State Immunization Branch to document the increase in Total Doses and reason (e.g., 6th dose adjustment). For example, add to the existing Vaccine Inventory Name "Initial quantity of 100 adjusted to 106 for 6th dose adjustment".

8. Click **SAVE.**

If you are experiencing issues, please go to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine.

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